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**HENDRICK HUDSON SCHOOL DISTRICT
61 TROLLEY ROAD
MONTROSE, NEW YORK 10548**

**GUIDELINES & PROCEDURES DOCUMENT FOR
DISTRICT OPERATIONS**

MARCH 2012

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GUIDELINES AND PROCEDURES DOCUMENT FOR DISTRICT OPERATIONS		
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GUIDELINES AND PROCEDURES DOCUMENT FOR DISTRICT OPERATIONS

1.0 INTRODUCTION

1.1 INTRODUCTION

This Guideline and Procedures Document includes activities related to building maintenance, heating and utility plant operations, solid waste management and construction renovation, operations typically occurring at school district facilities.

1.2 BACKGROUND INFORMATION

In April 2010, the New York State Department of Environmental Conservation (NYSDEC) issued revisions to the permit requirements for non-traditional MS4s, such as school districts, state universities and other similar governmental institutions. To comply with the SPDES Permit, authorized permittees must develop and implement a pollution prevention /good housekeeping program that addresses:

- District operations that contribute or potentially contribute Pollutants of Concern (POCs) to their stormwater systems
- The operations and facilities may include but are not limited to:
 1. Winter Road Maintenance
 2. Stormwater System Maintenance
 3. Turf Management Practices and Procedures Policy
 4. Building and Facilities Maintenance
 5. Solid Waste Management
 6. New Construction and Land Disturbances

1.3 DEFINITIONS

A listing of definitions used in this document follows:

Stormwater – includes rainwater, surface runoff from rain water and snowmelt as conveyed from the land during a rainfall or snow event

MS4 – Municipal Separate Storm Sewer System located in an incorporated place or county with a population of 100,000 or more but less than 250,000, as determined by the latest U.S. Census

Land Disturbance – Land disturbance from construction-related activities includes the removal of existing vegetative cover, through clearing, grading, excavation and re-shaping of the land, exposing the underlying soil, changing the slope and shape of the land, and thereby resulting in soil erosion and sedimentation

Soil Erosion and Sedimentation – Soil erosion and sedimentation involves the wearing away of loose soil through the action of stormwater runoff, the transportation by the runoff and ultimately the deposition of the soil

Sediment Pollution Damage – Sediment pollution causes physical damage (reduced stream capacity, reduced storm drain capacity, increased flooding and loss of land), chemical damage (water temperature changes from decreased water depth), and biological damage (burying of bottom living organisms, decrease in biological diversity)

Waters of the United States - Waters of the United States include all interstate lakes, coastal waterways, rivers and streams, including wetlands, sloughs, wet meadows, natural ponds, or other waters that could or would affect Waters of the United States

2.0 GUIDELINES

This Guideline and Procedures Document has been prepared to ensure strict adherence to New York State Department of Environmental Conservation (NYSDEC) regulations covering stormwater discharges from the following school properties:

- The District Office, 61 Trolley Road, Montrose, NY 10548
- Frank G. Lindsey Elementary School, 57 Trolley Road, Montrose, NY 10548
- Hendrick Hudson High School, 2166 Albany Post Road, Montrose, NY 10548
- Furnace Woods Elementary School, 239 Watch Hill Road, Cortlandt Manor, NY 10567
- Blue Mountain Middle School, 7 Furnace Woods Road, Cortlandt Manor, NY 10567

It is imperative that the District not only adopt this document but strictly enforce it. The District should review this document on an annual basis to ensure the effectiveness of the policies and procedures adopted by the District.

2.1 SOURCES OF BEST MANAGEMENT PRACTICES

Several key documents contain a list of Best Management Practices (BMPs) that should be consulted when implementing NYSDEC SPDES Permit requirements for District Operations. These sources include:

- NYSDEC SPDES General Permit for Stormwater Discharges, Permit # GP-0-10-002
- NYSDEC SPDES General Permit for Stormwater Runoff from Construction Activity, Permit # GP-01-10-001
- New York State Stormwater Management Design Manual
- NY Standards and Specifications for Erosion and Sediment Control

The above referenced documents are available for a detailed review on the NYSDEC Stormwater Website at:

<http://www.dec.state.ny.us/website/dow/mainpage.htm>

2.2 ADMINISTRATION

The District representative responsible for the overall administration of this Policy, and the approval of any changes to this Policy, shall be the Superintendent of Schools or representative delegated by the Superintendent.

2.3 APPLICABLE LOCAL PERMIT REQUIREMENTS

In addition to State Permit Requirements, the District, even though under the jurisdiction of New York State Education Department (NYSED), must also check with the local towns or municipality in which the affected school property is located, to determine if local stormwater regulations adopted by the municipality, are applicable to District. Stormwater regulations generally follow New York State Phase II Regulations, but in certain cases, more stringent regulations may apply that supersede the State regulations.

3.0 APPLICABLE DISTRICT OPERATIONS

The following District Operations, if applicable to the District, may potentially impact stormwater discharges:

3.1 WINTER ROAD MAINTENANCE PROCEDURES

Salt in the form of sodium chloride is used with sand during the winter months to reduce ice from forming on roads, parking lots and sidewalks. The following Best Management Practices should be adopted for deicer, salt and sand:

- Salt and sand should always be stored in inside a covered, waterproof

structure.

- These products should be used only when needed and in sparing amounts to keep roads, pavements and sidewalks free of ice
- If possible, pre-wetting and pre-treatment of roads and parking lots with an acceptable liquid chemical, before precipitation occurs, will reduce the need for traditional deicers.
- Precautions should be taken to reduce amounts applied near streams, sensitive water bodies and stormwater outfalls
- Sweeping driveways and parking lots after spring snow melt will reduce the quantity of residue entering storm sewer systems and groundwater
- Excessive salt and sand collected from the sweeping of driveways and parking lots should not be discarded anywhere, but returned to covered storage structure for re-use next winter season
- The District should require third party entities performing snow removal and sweeping to make necessary certification that all personnel employed are aware of the State's SPDES Permit requirements for stormwater discharges.
- The District should keep an inventory of deicer salt and sand utilized each year and acres of parking lots maintained to monitor the amount of salt and sand applied each season

3.2 STORMWATER SEWER SYSTEM MAINTENANCE

Storm sewer system includes catch basins, street curb inlets and stormwater conveyance system, as well as drainage ditches and swales, and stormwater storage facilities, which collect stormwater which flows off the land by surface runoff to the nearby storm sewer systems and surface waters of the state. The SPDES Permit requires all permittees to develop and implement a Stormwater Conveyance System inspection and maintenance program. At a minimum, the program shall include the following:

- The District shall develop a policy and procedure for the inspection and maintenance of catch basins and manhole sumps
- The District shall prepare a storm sewer system map that identifies all catch basins, inlets, manholes and outfalls.
- Catch basins and manhole sumps shall be inspected in the early spring and late fall for sediment and debris build up
- If sediment and debris fills greater than 50% of the sump volume, the sump should be cleaned
- All sediment and debris shall be properly disposed of in accordance with local and state laws
- The District must inspect stormwater outfalls each year and make repairs as

necessary

- All outfall protection and bank stability problems shall be identified during the inspection and corrected to reduce erosion and control sediment discharge
- The District may employ third party entities to conduct cleaning and maintenance of stormwater conveyance system
- Third party entities performing cleaning and maintenance shall provide certification that all personnel employed are aware of the State's SPDES Permit requirements or stormwater discharges.
- Maintenance and cleaning, including repairs shall be documented in a report to the District
- Signs shall be provided at major outfall points so that District community is aware of where stormwater discharges are leaving the school property

3.3 TURF MANAGEMENT PRACTICES AND PROCEDURES POLICY

A turf management policy shall be adopted by the District to ensure the following procedures are addressed:

- Application of any phosphorus-containing fertilizer shall only be allowed following a proper soil test and analysis documenting that the soil phosphorus concentrations are inadequate
- Grass clippings, if collected, shall be disposed in a compost pile or a proper containment device so that that they cannot enter a nearby MS4 or surface waters
- Leaves, if collected, shall be shall be disposed in a compost pile or a proper containment device so that that they cannot enter a nearby MS4 or surface waters
- Planting of wild flowers and other native plant materials shall be encouraged to lessen the frequency of mowing and the use of chemicals to control vegetation

3.4 BUILDING AND FACILITIES MAINTENANCE

Building facilities may include storage of chemicals, boilers and ancillary equipment utilized for heating buildings and generating hot water and/or steam, swimming pools and onsite septic systems and building floor polishing and carpet cleaning. At a minimum, the District shall ensure the following procedures are addressed:

- Storage of chemicals in tanks and containers, and storage of oil or petroleum, must comply with state regulations for storage requirements

- Oils and chemical spills resulting from accidents from shall be contained and cleaned up in accordance with State and federal laws
- Boiler treatment chemicals shall only be discharged to a sanitary sewer system in accordance with local municipality regulations
- Waste oil and residuals shall be disposed of in accordance with current State and Federal law
- Backwash water from swimming pool filters shall only be discharged to a sanitary sewer system in accordance with local municipality regulations
- Onsite septic systems shall be inspected and pumped once every three years and inspection records shall be maintained by the District
- Floor and carpet cleaners and associated wash water shall only be discharged to a sanitary sewer system in accordance with local municipality regulations
- Disposal of hazardous materials shall with current State and Federal law
- Third party entities performing building and facilities cleaning and maintenance shall provide certification that all personnel employed are aware of the State's SPDES Permit requirements or stormwater discharges

3.5 SOLID WASTE MANAGEMENT PRACTICES

Solid waste management shall include the collection, storage, transportation and disposal of solid waste generated within the school, including recycling programs. At a minimum, the District shall ensure the following procedures are addressed:

- Solid waste shall be stored in closed containers
- Areas around solid waste storage containers shall be swept and kept dry
- Kitchen trash and used oils shall be stored in closed labeled containers and prohibited from being disposed down the drain
- Hazardous waste shall be stored in properly closed and labeled containers and disposed of in accordance with current State and Federal law
- Disposal of electrical equipment containing PCBs, mercury, equipment containing refrigerant, spent mercury-containing lamps and batteries shall be stored in properly closed and labeled containers and disposed of in accordance with current State and Federal law

3.6 NEW CONSTRUCTION AND LAND DISTURBANCE

All construction-related activities carried out at the permitted facilities shall include Stormwater Best Management Practices (BMPs) that minimize and/or prevent pollution resulting from construction runoff discharged into nearby drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels or storm drains.

- All construction operators and District staff involved in any construction activity at the permitted facilities shall refer to the Construction Guidance and Procedures Document prepared for the District and abide by all State and local municipality stormwater regulations that are in effect at the time of construction
- All construction operators and District staff shall receive training on the importance of erosion and sedimentation controls on construction-related activities, prior to the start of any major construction activity. Refer to NYSDEC SPDES General Permit for Stormwater Runoff from Construction Activity, GP-0-10 -001
- All construction projects shall include the documented Stormwater Pollution Prevention Plan (SWPPP) inspections during the construction by a qualified and licensed/certified professional, as defined in NYSDEC SPDES General Permit for Stormwater Runoff from Construction Activity, GP-0-10-001

4.0 ENFORCEMENT OF POLICIES AND PROCEDURES

This document has been prepared to assist the District in complying with the new SPDES Permit regulations on stormwater discharges resulting from District operations. To enforce these regulations, at the District shall, at a minimum:

- Review policy and procedures with administrative staff and supervisory operations personnel on an annual basis
- Provide workshops and training programs to all Operations and Maintenance (O & M) staff on an annual basis
- Workshops and training shall include distribution of educational materials and fact sheets on current stormwater regulations
- Recognize O & M staff that have excelled in their duties to adhere to current stormwater regulations
- Require all O & M staff attending workshops and training programs to sign off on training received
- Provide opportunities, as warranted, for key personnel to attend NYSDEC workshops and training programs on current stormwater regulations

As requested, CFE Consulting Services will provide the District with clarifications on current stormwater regulations and, as warranted, provide workshops and training programs to administrative staff, supervisory and O & M staff, as an annual basis.